

***DETERMINING SALARY UPON A  
CHANGE IN JOB CLASS***

Determining the Type of Transaction..... 2

Calculating the New Salary..... 5

    Promotions to a Step Plan..... 5

    Promotions to a Management Pay Plan..... 7

    Voluntary Demotions..... 8

    Demotions in Lieu of Layoff..... 10

    Reassignments..... 12

Appendix A - Comparable Salary Groups..... 15

Appendix B - Adjusting Salary to Reflect a Change in Scheduled Hours..... 18

Appendix C - Determining Annual Salaries..... 19

Appendix D - Deriving New Base Pay Rates..... 20

# *STEP 1: DETERMINING THE TYPE OF TRANSACTION*

INTRODUCTION: The movement of an employee from one job class to another within the classified service will fall into one of the following broad categories:

- *PROMOTION* - movement to a higher level class.
- *DEMOTION* - movement to a lower level class.
- *REASSIGNMENT* - movement to another class at the same level.

Historically, the level of one job class relative to another has been determined based on a simple comparison of salary group numbers. This was possible when all classes were assigned to the standard 1-43 salary group scale. For pay plans that have deviated from this standard scale, an alternate method of comparison must be used in order to determine the relative level of different job classes. The appropriate method will vary depending upon which of the following categories the old and new class's pay plans fall into:

- *STANDARD PAY PLANS* - The relative level of two classes assigned to such pay plans can be determined based on a simple comparison of salary group numbers (e.g. a class in salary group 18 is at a higher level than a class in salary group 17) when both the old and new class fall into this category.
- *MODIFIED PAY PLANS* - The numerical scale of salary groups assigned to such pay plans has been modified from the standard scale in a direct, predictable manner (e.g. the current scale for classes assigned to the MP pay plan was created by adding 34 to the previous salary group number). Such salary groups must be equated back to the Standard scale before a comparison can be made to salary groups in standard pay plans.
- *NON-STANDARD PAY PLANS* - Salary group *numbers* within these pay plans cannot be equated in any meaningful way to the standard scale. Therefore, comparisons must be based on actual salary ranges.

PROCEDURE: Refer to Appendix A to determine the category (standard, modified, or non-standard) that the old and new pay plans fall into. Based on this information, follow the appropriate procedure outlined below:

- MOVEMENT WITHIN/BETWEEN STANDARD PAY PLANS:

1. If both the old and new class are assigned to standard pay plans, compare the old class's salary group with the new class's salary group.
2. Based on this comparison, determine which of the following applies:
  - *PROMOTION* - the new salary group is higher than the current salary group.
  - *DEMOTION* - the new salary group is lower than the current salary group.
  - *REASSIGNMENT* - salary group is remaining the same.

- MOVEMENT TO/FROM A MODIFIED PAY PLAN:

1. If either the old or new class is assigned to a modified pay plan and the employee is moving to/from another modified or standard pay plan, refer to the Comparable Salary Groups chart (Appendix A) to compare the old class's salary group with the new class's salary group.
2. Based on this comparison, determine which of the following applies:
  - *PROMOTION* - the new salary group is on a line below the current salary group on the chart.
  - *DEMOTION* - the new salary group is on a line above the current salary group on the chart.
  - *REASSIGNMENT* - the new salary group is on the same line as the current group on the chart.

- MOVEMENT TO/FROM A NON STANDARD PAY PLAN:

1. Determine the annual salary corresponding to the bottom and top of the applicable salary range for the old and new class/position.

2. *ADJUST FOR DIFFERENT STANDARD HOURS* - If the standard hours of the old and new class/position's salary range are different, the annual salary corresponding to the bottom and top of the old class/position's salary range must first be increased or decreased commensurate with the increase or decrease in standard hours (see Appendix B) in order to make a valid comparison.
3. Compare the bottom and top of the old and new class/position's salary range. If the relationship between the bottom of the two ranges is different than the relationship between the top of the two ranges (e.g. the bottom of the old range is less than the bottom of the new range but the top is greater), it will be necessary to base this comparison on the "mid-point" of the two ranges. The mid-point may be calculated as follows:
  - Subtract the bottom of the range from top of the range.
  - Divide this amount by 2.
  - Add this result to the bottom of the range.
4. Based on this comparison, determine which of the following applies:
  - **PROMOTION** - the salary range (or mid-point, where appropriate) of the new class/position is greater than the salary range (or mid-point, where appropriate) of the old class/position.
  - **DEMOTION** - the salary range (or mid-point, where appropriate) of the new class/position is less than the salary range (or mid-point, where appropriate) of the old class/position.
  - **REASSIGNMENT** - the salary range (or mid-point, where appropriate) of the new class/position is the same as the salary range (or mid-point, where appropriate) of the old class/position.
5. When processing a "person" transaction in CORE-CT involving a movement between job class(s) assigned to such a pay plan(s), please include in the *NOTEPAD* the annual salaries (or adjusted annual salary, where applicable) corresponding to the bottom and top of the two salary ranges.

# ***STEP 2: CALCULATING THE NEW SALARY***

---

## **PROMOTIONS TO A STEP PLAN**

---

**POLICY:** A *step* plan is a pay plan which has a finite number of salary steps within each salary group. There are step plans included in both the standard and modified pay plan categories (see page 2). A step plan is distinguished from a *range* plan which has a minimum and maximum salary but no defined steps in between.

An employee being promoted to a class which is assigned to a step pay plan shall receive a salary increase in accordance with Item No. 436-Q which states that employees who are “promoted to a higher salary group shall be placed on that step which provides a salary increase of at least one full increment in the higher range.”

**PROCEDURE:**

1. Determine the employee’s current annual salary from the relevant pay plan.
2. ***ADJUST FOR DIFFERENT STANDARD HOURS*** - If the standard hours of the employee’s current pay plan are different than the standard hours of the new pay plan, the employee’s current annual salary must first be increased or decreased commensurate with the increase or decrease in standard hours (see Appendix B).
3. Determine the first step in the new salary group which equals or exceeds the employee’s current/adjusted annual salary.

4. If the first step to equal or exceed the employee's current/adjusted annual salary is step 2 or above, place the employee in the next highest step.

**EXAMPLE:** A Clerk Typist in CL10, step 7 (annual salary of \$28,895) is being promoted to Office Assistant in CL13. The first step to exceed the current annual salary is step 3 in salary group CL13 (annual salary \$29,468). Therefore, the employee would be placed in step 4 of salary group CL13.

5. If the first step to equal or exceed the employee's current/adjusted annual salary is step 1, calculate the difference between annual salaries for step 1 and 2 in the new salary group. Add this amount to the employee's current/adjusted annual salary. Place the employee in the first step to exceed this total.

**EXAMPLE:** A Clerk Typist in CL10, step 4 (annual salary of \$26,781) is being promoted to Office Assistant in CL13. The first step in the new salary group to exceed the current annual salary is step 1 (annual salary of \$27,569). The difference between CL13, step 1 (\$27,569) and CL, step 2 (annual salary of \$28,513) is \$944. The sum of this amount and the current annual salary is \$27,725. The employee would be placed in step 2 inasmuch as this is the first step to exceed the \$27,725 total.

---

## PROMOTIONS TO A MANAGEMENT PAY PLAN

---

**POLICY:** A permanent employee being promoted to a class which is assigned to a management (MP, MD, ME) pay plan shall receive a salary increase in accordance with Item No. 1003-Q which states that any such “employee shall receive a 5% increase over current salary up to the maximum rate of the salary range assigned to the higher managerial class.”

- PROCEDURE:**
1. Determine the employee’s current annual salary (see Appendix C).
  2. **ADJUST FOR DIFFERENT STANDARD HOURS** - If the standard hours of the employee’s current pay plan are different than the standard hours of the new pay plan, the employee’s current annual salary must first be increased or decreased commensurate with the increase or decrease in standard hours (see Appendix B).
  3. Multiply the employee’s current/adjusted annual salary by 1.05.
  4. **Round up** the result of this calculation to the next higher dollar (if the result contains any numbers to the right of the decimal point).
  5. Compare this result with the bottom of the applicable salary range in the managerial pay plan corresponding to the new class.
  6. The employee’s new salary shall be either the bottom of the applicable salary range or the calculated annual salary (derived in step 4 above), whichever is greater.

**NOTE:** If the calculated annual salary falls above the top of the applicable salary range, the employee’s annual salary should be the maximum of the salary grade. An employee’s annual salary cannot exceed the maximum of the salary range. The employee in this situation may receive less than a 5% pay increase. Additionally, any subsequent PARS increases will be calculated based on the top of the applicable salary range.

7. Derive the employee’s new base pay rate (see Appendix D):

---

## **VOLUNTARY DEMOTIONS**

---

**PROCEDURE:** There are four possible scenarios, each requiring a different interpretation of this regulation:

- **EMPLOYEE SERVED IN SAME CLASS PREVIOUSLY:**
  1. Determine employee's annual salary on the last day he/she served in the class he/she is being demoted to.
  2. From this date to the present, apply any salary increases the employee would have been entitled to had he/she remained in this class (e.g. annual increments, class re-evaluations, SCOPE adjustments, collective bargaining increases, etc.).
  
- **EMPLOYEE DID NOT SERVE IN SAME CLASS BUT SERVED IN SAME SALARY GROUP PREVIOUSLY:**
  1. Determine employee's annual salary on the last day he/she served in the salary group he/she is being demoted to.
  2. On the following day, calculate the employee's salary as though he/she had been reassigned from this lower class to the class he/she is being demoted to.
  3. Apply any salary increases the employee would have been entitled to from this date forward to the present (e.g. annual increments, class re-evaluations, SCOPE adjustments, collective bargaining increases, etc.).



- **EMPLOYEE DID NOT SERVE IN SAME CLASS OR SALARY GROUP BUT SERVED IN A LOWER CLASS PREVIOUSLY\*:**

1. Determine employee's annual salary on the last day he/she served in a class lower than the class he/she is being demoted to.
2. Effective the next day, calculate a salary increase as though the employee had been promoted from this lower class to the class he/she is currently being demoted to.
3. From this date to the present, apply any salary increases the employee would have been entitled in the class he/she is being demoted to (e.g. annual increments, class re-evaluations, SCOPE adjustments, collective bargaining increases, etc.).

\* NOTE: If the employee served in several classes which were lower than the class he/she is being demoted to, select the class that is closest to but does not exceed this class.

- **EMPLOYEE NEVER SERVED IN AN EQUIVALENT OR LOWER CLASS:**

1. Determine what the employee's annual salary would have been had he/she been initially hired in the class he/she is being demoted to.
2. From his/her date of hire to the present, apply any salary increases the employee would have been entitled to had he/she served in the class he/she is being demoted to (e.g. annual increments, class re-evaluations, SCOPE adjustments, collective bargaining increases, etc.).

---

## DEMOTIONS IN LIEU OF LAYOFF

---

**PROCEDURE:** There are two separate scenarios, each requiring a different interpretation of this regulation:

- **DEMOTION TO A LOWER CLASS IN A STEP PLAN:**
  1. Determine the employee's current annual salary from the relevant pay plan.
  2. *ADJUST FOR DIFFERENT STANDARD HOURS* - If the standard hours of the employee's current pay plan are different than the standard hours of the new pay plan, the employee's current annual salary must first be increased or decreased commensurate with the increase or decrease in standard hours (see Appendix B).
  3. Place the employee in the step in the new salary group which is closest to without exceeding the employee's current/adjusted annual salary (in the event that there is a step in the new salary group with an annual salary which is exactly the same as the employee's current/adjusted annual salary, the employee would be placed in this step).
  
- **DEMOTION TO A LOWER CLASS IN A MANAGERIAL PAY PLAN:**
  1. Determine the employee's current annual salary (see Appendix C).
  2. *ADJUST FOR DIFFERENT STANDARD HOURS* - If the standard hours of the employee's current pay plan are different than the standard hours of the new pay plan, the employee's current annual salary must first be increased or decreased commensurate with the increase or decrease in standard hours (see Appendix B).
  3. Compare the employee's current/adjusted annual salary with the top of the range for the salary group he/she is being demoted into.

4. **The employee's new annual salary will be either the top of the range or their current annual rate whichever is less.**
5. **Derive the employee's new base pay rate (see Appendix D).**

---

## REASSIGNMENTS

---

**POLICY:** A reassignment is a lateral move from one job class to another in the same or comparable salary group (see Appendix A). The employee's actual salary may increase or decrease when he/she is moving to another pay plan (due to differences in scheduled hours or negotiated pay increases).

**PROCEDURE:** There are 4 possible scenarios, each requiring a different method of calculating the new salary:

- **REASSIGNMENT FROM STEP PLAN TO STEP PLAN:**

1. Determine the employee's current salary step from the relevant pay plan.
2. Place the employee in the same step in the salary group corresponding to the new class.
3. If the employee's current step is higher than any existing step in the new salary group, place the employee in the highest existing step in the new salary group.

**EXAMPLE:** An employee in step 9 of CL18 (CL is a ten step plan) is being reassigned to EU18 (EU is a seven step plan). The employee would be placed in step 7 of EU18.

- **REASSIGNMENTS FROM STEP PLAN TO MANAGERIAL PLAN:**

1. Determine the employee's current annual salary from the relevant pay plan.
2. *ADJUST FOR DIFFERENT STANDARD HOURS* - If the standard hours of the employee's current pay plan are different than the standard hours of the new pay plan, the employee's current annual salary must first be increased or decreased

commensurate with the increase or decrease in standard hours (see Appendix B).

3. Compare the employee's current/adjusted annual salary with the top of the range for the salary group they're being reassigned into.
  4. The employee's new annual salary will be either the top of the range or their current/adjusted annual rate whichever is less.
  5. Derive the employee's new base pay rate (see Appendix C).
- **REASSIGNMENTS FROM MANAGERIAL PAY PLAN TO MANAGERIAL PAY PLAN:**
    1. Determine the employee's current annual salary (see Appendix C).
    2. *ADJUST FOR DIFFERENT STANDARD HOURS* - If the standard hours of the employee's current pay plan are different than the standard hours of the new pay plan, the employee's current annual salary must first be increased or decreased commensurate with the increase or decrease in standard hours (see Appendix B).
    3. Compare the employee's current/adjusted annual salary with the top of the range for the salary group they're being reassigned into.
    4. The employee's new annual salary will be either the top of the range or their current/adjusted annual rate whichever is less.
    5. Derive the employee's new base pay rate (see Appendix C).
  - **REASSIGNMENTS FROM MANAGERIAL PAY PLAN TO STEP PLAN:**
    1. Determine the employee's current annual salary (see Appendix C).
    2. *ADJUST FOR DIFFERENT STANDARD HOURS* - If the standard hours of the employee's current pay plan are different than the standard hours of the new pay plan, the employee's current annual salary must first be increased or decreased

**commensurate with the increase or decrease in standard hours (see Appendix B).**

- 3. Place the employee in the step in the new salary group for which the current/adjusted annual salary is closest to without exceeding the employee's current annual salary (in the event that there is a step in the new salary group with an annual salary which is exactly the same as the employee's current annual salary, the employee would be placed in this step).**

## APPENDIX A

### *COMPARABLE SALARY GROUPS*

- **STANDARD PAY PLANS** - Salary group *numbers* within the following pay plans may be directly compared with one another to determine their relative level:

AR	EA	FE	FP	SH
CA	EB	FF	FS	TC
CD	EC	FG	FT	TE
CL	ES	FH	HC	TR
CLT	ET	FI	HG	XC
CM	EU	FJ	HH	XJ
CP	FA	FK1	HI	XK
CR	FC	FM	HJ	
CS	FD	FN	HK	

- **MODIFIED PAY PLANS** - The numerical scales of salary groups within the following pay plans have been modified from the standard scale. The level of a salary group within one of these pay plans relative to a salary group in another modified or standard pay plan is best determined by referring to the attached chart.

CC	MDF	PF	RX	SPS
CO	ME	PG	RY	SPZ
EX	MP	PS	RZ	
MD	MPF	PT	SP	

- **NON-STANDARD PAY PLANS** - If either the employee's current or new class/position is assigned to a salary group not appearing above, it is likely the salary group *numbers* cannot be compared in any meaningful way. In such a situation, please contact the Department of Administrative Services, Human Resources Business Rules and Central Audit Unit.

STANDARD	CC	CO	EX	MD	MDF	ME	MP	MPF	PF
1									
2									
3									
4									
5									
6									
7									
8									
9									1
10									2
11		1							3
12		2							4
13		3							5
14	1	4							6
15		5							7
16		6							8
17		7					51	51	9
18		8					52	52	10
19		9					53	53	11
20		10					54	54	12
21		11					55	55	13
22		12					56	56	14
23							57	57	15
24							58	58	16
25							59	59	17
26							60	60	18
27							61	61	19
28							62	62	20
29							63	63	21
30				1	1	1	64	64	22
31				2	2	2	65	65	23
32				3	3	3	66	66	24
33				4	4	4	67	67	25
34			4	5	5	5	68	68	26
35				6	6	6	69	69	27
36				7	7	7	70	70	28
37			3	8	8	8	71	71	29
38				9	9	9	72	72	30
39				10	10	10	73	73	31
40			2	11	11	11	74	74	32
41				12	12	12	75	75	33
42				13	13	13	76	76	34
43			1	14	14	14	77	77	35
				15	15	15	78	78	
				16	16	16	79	79	
				17	17	17	80	80	



STANDARD	PG	PS	PT	RX	RY	RZ	SP	SPS	SPZ
1									
2									
3									
4									
5									
6									
7									
8									
9	1	1	1						
10	2	2	2						
11	3	3	3						
12	4	4	4						
13	5	5	5						
14	6	6	6						1
15	7	7	7						
16	8	8	8						
17	9	9	9						
18	10	10	10						
19	11	11	11						
20	12	12	12				1	1	
21	13	13	13	1	1	1			
22	14	14	14	2	2	2	3	3	
23	15	15	15				4	4	
24	16	16	16	3	3	3			
25	17	17	17	4	4	4			
26	18	18	18						
27	19	19	19						
28	20	20	20						
29	21	21	21						
30	22	22	22						
31	23	23	23						
32	24	24	24	5	5	5			
33	25	25	25	6	6	6			
34	26	26	26	7	7	7			
35	27	27	27	8	8	8			
36	28	28	28	9	9	9			
37	29	29	29	10	10	10			
38	30	30	30	11	11	11			
39	31	31	31	12	12	12			
40	32	32	32						
41	33	33	33						
42	34	34	34						
43	35	35	35						

## APPENDIX B

# *ADJUSTING SALARY TO REFLECT A CHANGE IN SCHEDULED HOURS*

**POLICY:** When an employee is moving to a class in a pay plan that has different standard hours than his/her current pay plan, it is necessary to first increase or decrease his/her salary commensurate with the increase or decrease in standard hours.

- PROCEDURE:**
1. Determine the employee's current annual salary (for employees assigned to range plans, see Appendix C).
  2. Multiply his/her current annual salary by the appropriate factor derived from the table below:

NEW STANDARD HOURS	OLD STANDARD HOURS				
	35	36.25	37.5	38.75	40
35	N/A	0.965517	0.933333	0.903226	0.875000
36.25	1.035714	N/A	0.966667	0.935484	0.906250
37.5	1.071429	1.034483	N/A	0.967742	0.937500
38.75	1.107143	1.068966	1.033333	N/A	0.968750
40	1.142857	1.103448	1.066667	1.032258	N/A

**EXAMPLE 1:** The employee is earning \$29,000 annually prior to a promotion and is moving from the TC pay plan (37.5 hours per week) to the EU pay plan (35 hours per week):

- $\$29,000 \times .933333 = \$27,066.657$
- Round Up to \$27,067

**EXAMPLE 2:** The employee is earning \$35,000 annually prior to a promotion and is moving from the HC pay plan (35 hours per week) to the MP pay plan (38.75 hours per week):

- $\$35,000 \times 1.107143 = \$38,750.005$
- Round Up to \$38,751

## **APPENDIX C**

# ***DETERMINING ANNUAL SALARIES***

- **FULL TIME EMPLOYEES:**

1. Multiply the current biweekly salary by 26.1 (the average number of pay periods in a year).
2. **Round down** the result to the next lower dollar (if there are any numbers to the right of the decimal point).

- **PART TIME EMPLOYEES:**

The annual salary **cannot** be accurately derived from an employee's hourly salary. The annual salary which resulted from the employee's last salary increase must be retained in the employee's file and serve as the basis for any subsequent salary increases.

## **APPENDIX D**

### ***DERIVING NEW BASE PAY RATES***

- **FULL TIME EMPLOYEES:**

1. Derive the new biweekly salary by dividing the new annual salary by 26.1 (the average number of pay periods in a year).
2. Round up the result to the next higher penny (if there are any numbers to the right of the second decimal place).

- **PART TIME EMPLOYEES:**

1. Derive the new hourly salary by first deriving the new biweekly salary:
  - Divide the new annual salary by 26.1.
  - Round up the result to the next higher penny ((if there are any numbers to the right of the second decimal place).
2. Divide the new biweekly salary by the employee's scheduled hours per pay period.
3. Round up the result to the next higher penny (if there are any numbers to the right of the second decimal place).